



# शिशु कल्याण एवं महिला कल्याण संस्था

(To be uploaded on the website of the Commission ([www.skmks.org](http://www.skmks.org)))

## Notice

### URBAN and RURAL NGO Organisation Vacancies, 2020

#### योग्यता 8वीं 10वीं 12वीं एवं स्नातक Vacancy Details- 21567

क्रमांक	पद का नाम	शैक्षणिक योग्यता	कुल पद	मानदेय
1.	एन.जी.ओ. विकास अधिकारी	स्नातक पास	3157	28,000
2.	एन.जी.ओ. विकास कार्यकर्ता	12वीं पास	3200	26,000
3.	एन.जी.ओ. विकास सहायक	10वीं पास	2953	18,500
4.	सहायक प्रबंधक	12वीं पास	2597	15,000
5.	कंप्यूटर ऑपरेटर	12वीं पास+डिप्लोमा	4801	16,500
6.	क्लर्क	12वीं पास	4796	12,000
7.	ड्राइवर	8वीं पास	63	10,000

- **Reservation and suitability of Posts:** Reservation for Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBC)/ Economically Weaker Sections (EWS) etc are as determined and communicated by the Indenting Ministries/ Departments/ Offices, as per our Organisation Orders.
- **Nationality/ Citizenship:** A candidate must be either:
  1. a citizen of India, or
  2. a subject of Nepal, or
  3. a subject of Bhutan, or
  4. Provided that a candidate belonging to categories 2 and 3 above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

5. A candidate in whose case a certificate of eligibility is necessary will be admitted to the examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- **Age Limit:**

1. Age limit of the candidates should be from 18 to 38 years as on 01-07-2020.
2. Upper age limit is relaxable by 05 years in case of SC/ST candidates, 3 years in case of OBC candidates.
3. For persons with Disability, upper age limit is relaxed by 10 years.

- **Documents to be uploaded:** Candidates are required to upload the legible scanned copy of following documents.

1. All documents are upload with higher qualification marksheet. i.e. upload atleast 12<sup>th</sup> marksheet for NGO Vikaas Adhikari, for a computer operator 12<sup>th</sup>+Diploma marksheet. Candidates add multiple documents in sequence in the given field where required.
2. SSC (Standard 10th) or its equivalent mark sheet and Class-10 Pass Certificate(Not compulsory for Driver post).
3. Certificate for proof of date of birth (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).
4. Disability certificate, in case of PWD candidate.

- **PAYMENT OF FEES:**

1. Application fees (Non-refundable) – **Rs.170/- (Rupees one hundred only)**.
2. Fee payment will have to be made online through payment gateway as part of online application process as under: - Once the online application is complete in all respects at website **www.skmks.org** will be directed to payment gateway to make payment. - Once the payment is successfully done, candidates will be redirected to website to complete the application process and download the application form.  
-In case the candidates tried to make payment before and come across some issues like loss of internet connection due to which the fee amount has been deducted from their Account/Debit/Credit Card but still unable to download the application, please click on “ Verify Payment” button to reconfirm the same from the payment gateway.
3. After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the online application. No change/edit will be allowed thereafter.
4. The payment can be made by using debit card/ credit card/internet Banking, etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
5. On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated which should be printed and retained by the candidate.
6. If the online transaction is not successfully completed, please try again and make payment online.

- **Selection Procedure:** The selection procedure is as follows:-

- (a) **Shortlisting of Applications:** After shortlisting of candidates, the Centre allotment will be intimated to the candidate via their email. After allotment of Selection Centre, firm dates will be allotted to the candidates.
- (b) Only shortlisted eligible candidates depending on the cutoff percentage will undergo NGO. Call Up letter for issued by respective Selection Centres on candidate’s registered e-mail ID and SMS only. Allotment of Selection Centre is at the discretion of Chairman General of Recruiting.

**Note :** No claim or compensation will be made by the candidate if at any stage of selection the candidate’s ineligibility is detected and candidature is cancelled as a result thereof.

**Chairman**

**NGO Organisation**

# EXAM SYLLABUS

S No.	Sections	No. of Questions	Total Marks	Time Allotted
1	General Intelligence and Reasoning	25	50	A cumulative time of 60 minutes
2	General Awareness	25	50	
3	Quantitative Aptitude	25	50	
4	English Comprehension	25	50	
<b>Total</b>		100	200	

## **Quantitative Aptitude Syllabus:**

Quantitative Aptitude questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles.

## **General Intelligence and Reasoning Syllabus :**

General Intelligence and Reasoning includes questions of both **verbal and non-verbal type**. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

## **English Syllabus :**

This section measures Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested. This section may include questions on **Phrases and Idioms, One word Substitution, Sentence Correction, Error Spotting, Fill in the Blanks, Spellings Correction, Reading Comprehension, Synonyms-Antonyms, Active Passive, Sentence Rearrangement, Sentence Improvement, Cloze test** etc.

## **General Awareness Syllabus :**

Questions in this section will be aimed at testing the candidates' general awareness with **Social awareness (GK+GS)** of the environment around him and its application to society. The test will also include **questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research**. The questions will also be asked from **Science, Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, Portfolios, People in News** etc.

Chairman

NGO Organisation